

IDAHO STATE DEPARTMENT OF EDUCATION

TEACHER CERTIFICATION/PROFESSIONAL STANDARDS

APPLICATION

PACKET

for

*AA- TEACHER TO NEW
CERTIFICATE*

March 21, 2006

DIRECTIONS

(Only complete packets will be considered. Please submit ALL material at one time. Please refer to the checklist at the bottom of the *District Request* form. This will tell you if you have a complete packet, or not.)

A. The first-time request:

1. Obtain an application packet:

Call the Office of Teacher Certification (332-6800) to request that an application packet be sent to your district, or one can be obtained on the Internet at www.sde.state.id.us/certification/altroutes.asp. Please **do not** use any old versions of the Letter of Authorization application that you may have in your files.

2. Local agency responsibilities:

When you receive the application packet, the local education agency and the individual for whom the *AA—Teacher to New Certification* is being requested need to complete all forms, gather all material, answer all questions, and submit all information at one time. Incomplete packets **will not be submitted** to the Professional Standards Commission (PSC).

3. Forms and materials that need to be completed and gathered are:

- a) ***The District Request for Approval of a Letter of Authorization*** (2 pages) – This is the basic application blank for the *AA--Teacher to New Certification* process. The Chairperson of the local school board (or other educational agency) **must** sign this form along with the superintendent or his/her designee. This is the form on which the local School Board affirms that a declaration of a hiring emergency has been recorded in official board minutes. A letter stating the rationale of the need for this particular application should accompany the application.
- b) ***Teacher Information Form*** (1 page) – The individual for whom the request is being made fills out this form. It must include a plan or a list of the course work to be completed in order to achieve the necessary certification. This plan must be verified by an accredited college/university. The Office of Teacher Certification can provide the plan if it is to achieve a certificate or an endorsement for a basic education classroom teacher (K-12).
4. **Supervision:** The district must be sure to fill out the questions concerning the person who will be responsible for the day-to-day supervision/mentoring of the applicant. (HINT: the PSC Authorizations Committee is of the opinion that the building principal is probably not the best supervisor/mentor for some specialty areas like Speech/Language Pathologists or School Psychologists.)
5. **Board minutes:** A copy of the school board minutes documenting the declaration of a hiring emergency must accompany the application packet. The minutes may be sent

at a later date if there is a conflict between the application timeline and board meeting dates.

6. **Support information:** If deemed to be appropriate, documentation **may** also be included in the form of:
 - a) information attesting to the teacher's ability to serve in the requested position;
 - b) Letters of Recommendation; and when applicable,
 - c) a written statement from the college/university indicating;
 - 1) acceptance into an approved program toward certification; and/or,
 - 2) progress being made toward certification.
7. **Individual's resumé:** Please include such items as education and work experience.
8. **Official transcripts:** These are required before the approval can be issued. In an emergency, a copy may be considered for **evaluation purposes ONLY**. An official transcript must be submitted promptly as soon as it is practical to do so. No approvals will be granted until official transcripts are on file in the Bureau of Certification.

(NOTE: A delay in receiving pertinent transcripts will cause a delay in processing.)
9. **Fees:** Attach a check for the required fee of \$100.00 payable to the Idaho Department of Education.
10. **Finger-prints:** If the individual has not been fingerprinted as a teacher in your district, they must also submit fingerprint cards and the \$40 fee for processing.

B. Subsequent Requests for Renewal:

Any requests for the renewal of the *AA—Teacher to New Certificate* need to include:

1. A completed application form (B1);
2. A check for \$100.00;
3. Official college/university transcripts to show that nine (9) semester credits that apply toward the desired certification have been successfully completed during the first year of the approval. If less than nine hours have been completed, the Professional Standards Commission will consider the circumstances based on explanations from the candidate, the local education agency, and/or the college/university;
4. If the individual is in the midst of a formal program (i.e., Special Education), a letter from the college/university stating that satisfactory progress toward program completion is being made.

DISTRICT REQUEST
for approval of
Alternative Authorization –Teacher to New Certification
(TO BE FILLED OUT BY A DISTRICT ADMINISTRATOR)

1. This request for an Alternative Authorization –Teacher to New Certification is being made on behalf of:

Last Name	First Name	Middle Initial	Social Security #
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Address	City	State	Zip	Phone
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2. The Request: This request for approval of an AA—Teacher to New Certification is being made by:

School District (or other Educational Agency) Name and Number

Street address or PO Box Number

City, State, and Zip Code

We, the undersigned, have:

- a) declared that a hiring emergency for this position exists in our district;
- b) that this declaration is recorded in official minutes of the Board of Trustee meeting; and,
- c) a copy of the minutes are attached to this application.

Signatures: _____
Chairperson of the Local School District or educational agency Superintendent of Schools or chief officer

3. The Position

1. What is the specific position for which this request is being made?

Elementary _____ subject area (if other than basic classroom) _____

Secondary _____ subject area(s) _____

Other (counselor, school nurse, etc.) _____

4. The Immediate Supervisor/Mentor

1. Who will be the designated supervisor/mentor? _____

2. What position does the supervisor/mentor hold? _____

3. What qualifications make this person an appropriate supervisor/mentor? _____

5. The Applicant

1. In what year was the applicant's initial bachelor's degree earned? _____
2. What kind of teaching certificate does the applicant now hold? _____
With what endorsements listed on it? _____
3. Does the person have any teaching experience at all? (circle one) YES NO
4. If so, in what teaching area? _____
5. When (years)? _____
6. List any states other than Idaho where the applicant has held an education credential.
(State) _____ Expiration date _____

6. The Plan

1. Has the applicant, in conjunction with a college/university or the Department of Education, developed a plan or a list of appropriate course work necessary to attain the necessary certification? YES NO
2. Which college/university furnished the plan? _____
(If an evaluation was performed by the Department of Education, list the department instead of a college or university.)
3. A copy of this plan is attached to this application packet. YES NO

NOTE: Completion of the plan must now include taking and passing the Idaho Technology Test AND meeting the qualifying score on any applicable PRAXIS II tests that are required for the endorsement(s) that are to be posted on the certificate.

Checklist

A complete packet needs to include all of the items listed below. (Use this check list to guide you.)

- _____ A check or money order, made out to the Idaho Department of Education, for the \$100 fee is attached.
- _____ *District Request for Approval of an AA – Teacher to New Certification* including . . .
 - a. affirmation of the Board's declaration of emergency;
 - b. signatures of Board Chairperson and the district Superintendent on the *District Request*. . . form;
 - c. a letter of rationale of the need for this approval;
 - d. name & qualifications of person designated to supervise/mentor the applicant;
- _____ *Teacher Information Form* (with planned program for completion);
- _____ Applicant's resumé;
- _____ Official transcripts; and,
- _____ Criminal History Check on file. _____
CHC completion date _____

IMPORTANT

Before the actual educator certificate can be issued, the individual will have to furnish verification of having passed the Idaho Technology Test and will have to have met the qualifying score(s) of any applicable PRAXIS II tests required for the endorsements that are to be posted on the certificate. If they are just adding an endorsement to an existing certificate, they will only need the PRAXIS II test for the new endorsement.

TEACHER INFORMATION FORM

For Alternative Authorization/Teacher to New Certification

(TO BE FILLED OUT BY THE INDIVIDUAL FOR WHOM APPLICATION IS BEING MADE)

Please type. Thank you!

NAME: _____
First Name Initial Last Name Social Security #

1. Name of school or school district making this application for an AA-Teacher to New Certification.

_____ school or school district name dist. #

2. The type of certification being requested is: (please be specific)

_____ (i.e., Secondary English; Elementary 3rd grade; District School Nurse; School Counselor; etc.)

COURSEWORK NEEDED TO OBTAIN APPROPRIATE CERTIFICATE

Course Prefix Course # Course Title

Use the back if you need more room to list additional coursework OR attach a list if it was furnished by an appropriate official on a separate form.

3. The course work listed above is needed to obtain the necessary certificate for holding the job listed in item #2. The list was furnished by _____.

Signature of official who furnished the evaluation listed above if they used this form

4. Briefly describe your plans, including timelines, for completing the courses listed above.

5. The anticipated date of completion of ALL requirements, including the appropriate PRAXIS II tests is:

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Applicant's Signature

Date